

M E M O R A N D U M

TO: Agency and School District Business Managers
FROM: Trisha L. Neely, Director
DATE: October 30, 2002
SUBJECT: PARTNERS IN PROCUREMENT (P2) UPDATE

Attached is a memo from Secretary Homer giving an update on the P2 status. She is also asking anyone who has questions or concerns to please contact the P2 hotline at (302) 739-5569.

MEMORANDUM

TO: All State Employees

FROM: Gloria Wernicki Homer, Secretary

DATE: October 28, 2002

RE: **P² Update**

It has come to my attention that some of you are having difficulties with the new P2 (Partners in Procurement) contracts. Please accept my apology and be assured that the issues are “start-up pains” that will be addressed as we progress. This memo is to update you on this project and to give you the phone number of the hotline (302) 739-5569.

Since my communication on September 24th, the paper contract has been finalized. Canon is the authorized vendor for 8.5 x 11 paper purchases, while RIS and First State are the authorized vendors for less common types of paper. Paper purchases should be made through Canon, RIS or First State, while office supplies and calendar purchases should be made through Boise. (Please see the attachment for the current list of completed categories and awarded vendors.) We will be completing the contracts for the final categories shortly. Overall, the project will result in the state saving millions of dollars on the products and services we buy.

Allow me to thank you in advance for your patience regarding this project. As with any new implementation, there are some “bumps” as we transition our buying to the new contracts over the next few weeks. We are working to remedy those concerns and will reach out with another communication in the next few days to iron out these issues in detail. In the meantime, if you have any questions, again please call the P2 hotline number at (302) 739-5569. The hotline is available to ensure that vendors comply with contracts and contract prices – without your comments and questions, vendor compliance and state savings are at risk!

Complete List of Contracts Completed To Date

Office Supplies and Calendars

Boise Office Products

Paper

Canon (8.5 x 11)

First State (certain specialty paper)

RIS (certain specialty paper)

Furniture

Brennan's Office Interiors – Systems

GA Blanco & Sons – Case Goods

Glover Equipment – Educational

Uniforms

Graves – Professional Uniforms, Professional Name Tags

Hanover – Professional Uniforms, Emblems and Patches, Work Clothing

Lasting Impressions – Work Clothing

ATD American – Inmate Clothing and Linens

Leslee Scott – Inmate Clothing and Linens

Bob Barker - Inmate Clothing and Linens

Dover Army Navy – Uniform Shoes and Boots

Iron Age - Uniform Shoes and Boots

Electrical Supplies

United Electrical Supply Co. – Electrical Supplies

Tecot Electrical Supply Co. – Lamps and Ballasts

Janitorial Supplies

Eagle Maintenance

Sanitary Supply

Wholesale Janitorial Supply

Central Poly

Laboratory Supplies

Roche Diagnostics – Drug test kits

Fisher Scientific – Laboratory supplies

Copiers

Canon

Network Services

FutureTech

Versalign

Info Systems (contract signature pending)

Software

Insight Direct USA

Defibrillators

Medtronic

GWH/ohe